It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA
PLAN COMMISSION
Council Chambers
140 Main Street, Menasha

January 7, 2014
3:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the December 17, 2013 Plan Commission Meeting

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
   Five (5) minute time limit for each person

E. DISCUSSION
   1. None

F. ACTION ITEMS
   1. Relocation of Gilbert Site Trail Access and Acquisition of the Gilbert Site "Duck Pond"
   2. Special Use Permit – Auto Sales (single vehicle) – S & S Jaber – 332 Ahnaip Street (Luigis)

G. ADJOURNMENT

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 17, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner and Commissioners Cruickshank, DeCoster and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke and Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, David Elliott and Brian Adesso - Menasha Joint School District, and Jim Lundberg - Point of Beginning.

C. MINUTES TO APPROVE

1. **Minutes of the December 3, 2013 Plan Commission Meeting**
Motion by Ald. Benner, seconded by Comm. Cruickshank to approve the December 3, 2013 Plan Commission meeting minutes. The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. DISCUSSION

1. None.

ACTION ITEMS

1. **Special Use Permit – 420 Seventh Street – Menasha High School Addition/Renovation**
CDD Keil informed commissioners of the changes to the site plan that have been made since the last meeting. These included the addition of gates on the dumpster enclosure, the addition of a sidewalk on the south side of Eighth Street, changes to the existing lighting on the north side of the building, and changes to the erosion control plan.

Jim Lundberg described the sidewalk alignment and its relationship to the street and the site. Dave Elliot commented on the lighting plan and the disposition of the football equipment on the north side of the site.

Commissioners discussed the future conveyance of the sidewalk and terrace from the school district to the city and the content of the lighting plan to be furnished to the city.

Ald. Benner made, and Comm. Sturm seconded a motion to recommend approval of the Special Use Permit for the Menasha High School subject to the following conditions:

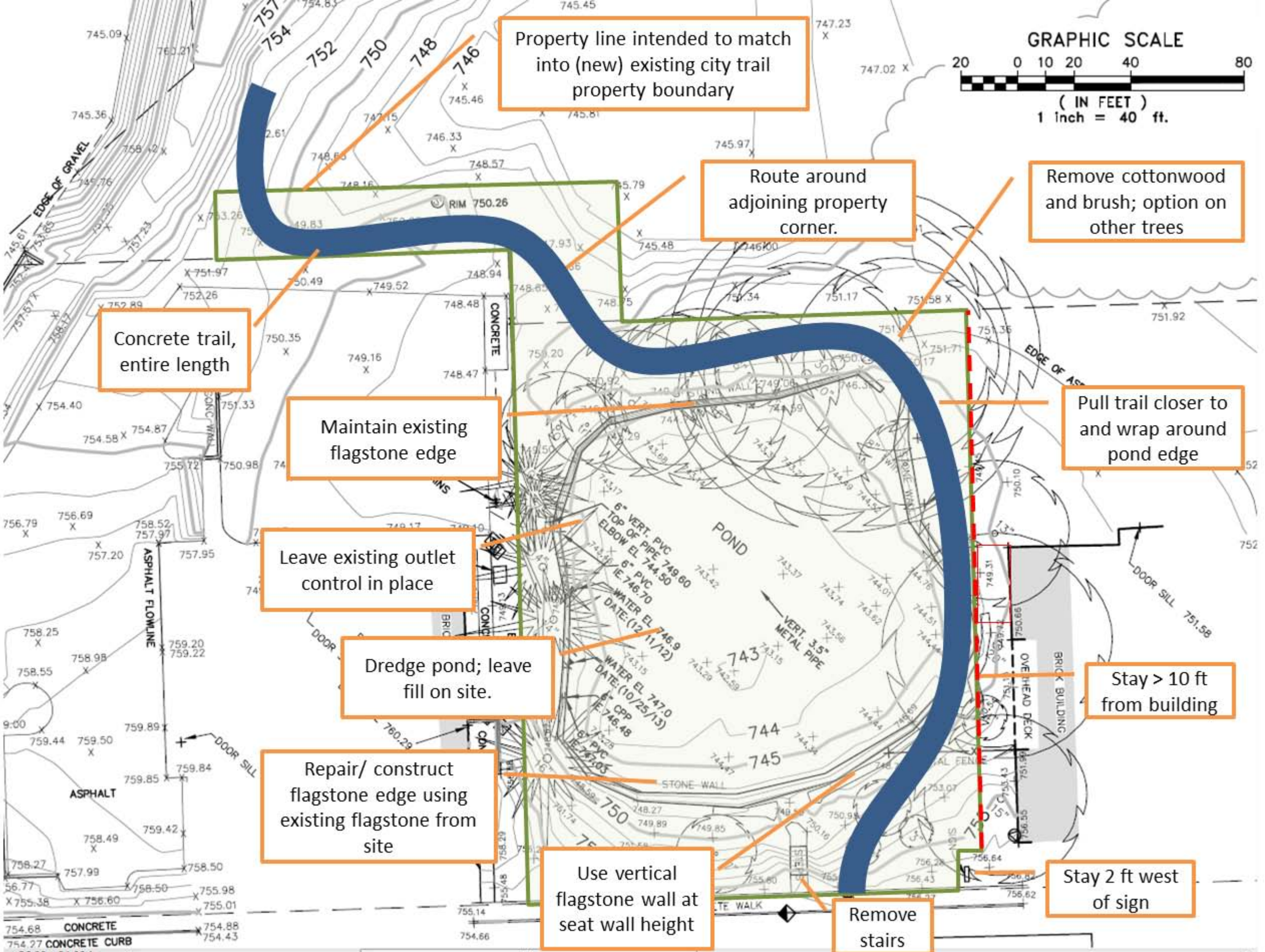
- That a lighting plan be submitted for review and approval by Community Development Department staff.
- That the parking lot landscaping as shown on the site plan be installed when the parking lot is resurfaced.
- That the City Forester reviews and approves the selection of canopy trees shown on the landscaping plan.

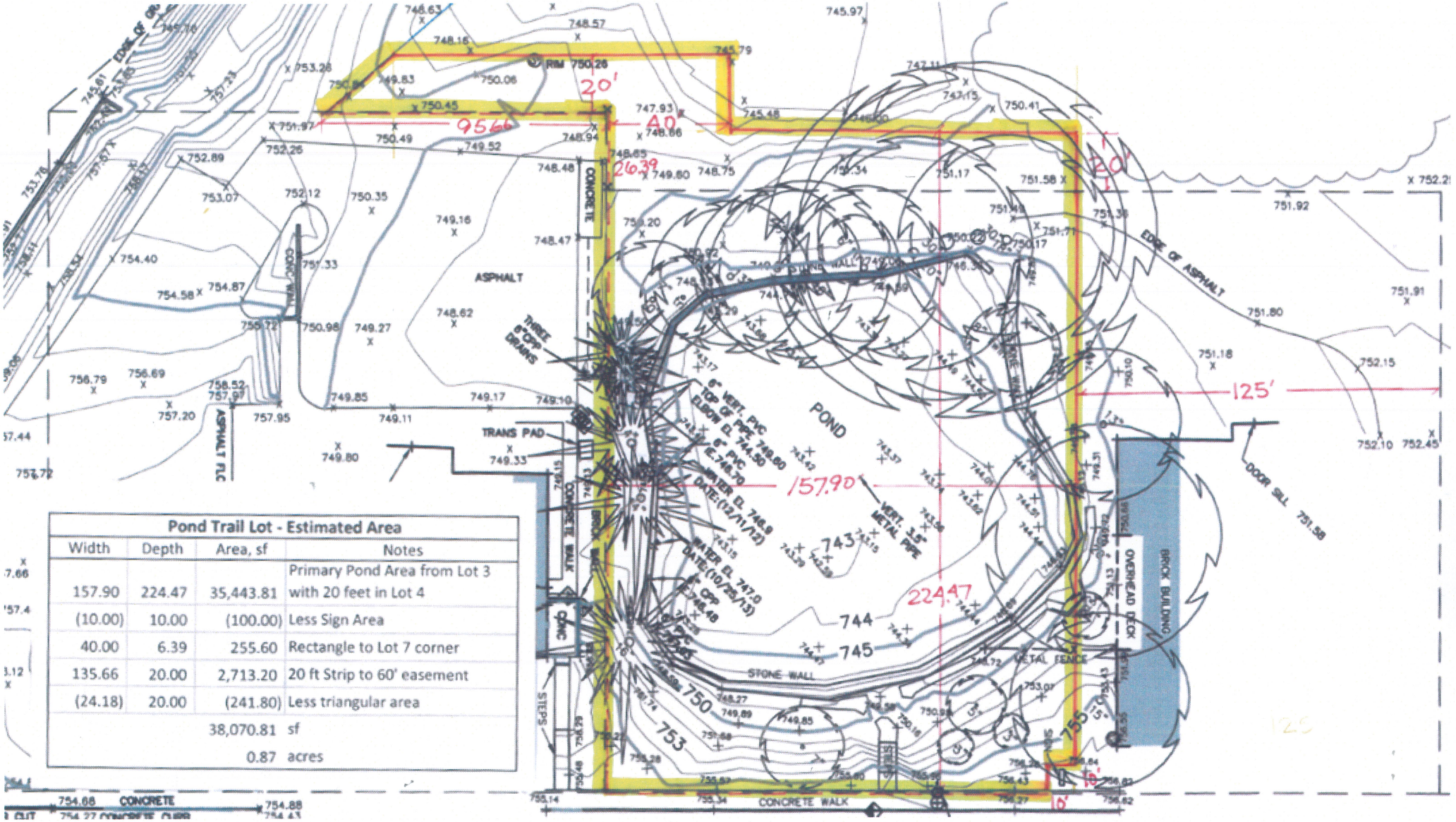
The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank to adjourn at 4:50 p.m. The motion carried.

Minutes respectfully submitted by CDD Keil.


GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 40 ft.
Property line intended to match into (new) existing city trail property boundary
Route around adjoining property corner.
Remove cottonwood and brush; option on other trees
Concrete trail, entire length
Maintain existing flagstone edge
Pull trail closer to and wrap around pond edge
Leave existing outlet control in place
Dredge pond; leave fill on site.
Stay > 10 ft from building
Repair/ construct flagstone edge using existing flagstone from site
Use vertical flagstone wall at seat wall height
Remove stairs
Stay 2 ft west of sign
POND
EDGE OF GRAVEL
ASPHALT FLOWLINE
ASPHALT
CONCRETE
CONCRETE CURB
BRICK BUILDING
OVERHEAD DECK
DOOR SILL
STONE WALL
RIM 750.26



Pond Trail Lot - Estimated Area			
Width	Depth	Area, sf	Notes
157.90	224.47	35,443.81	Primary Pond Area from Lot 3 with 20 feet in Lot 4
(10.00)	10.00	(100.00)	Less Sign Area
40.00	6.39	255.60	Rectangle to Lot 7 corner
135.66	20.00	2,713.20	20 ft Strip to 60' easement
(24.18)	20.00	(241.80)	Less triangular area
		38,070.81	sf
		0.87	acres

388
354
161
370
366
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